

**HCHB HR Operations Center**  
**HR All-Hands Meeting, June 27, 2007**

## **Project Overview**

### Statement of Need

- Business Need
- Stakeholders
- Current Approach
- Alternative Solutions
- Benefit / Cost Analysis
- Recommended Decision

### High Level Timeline

- Planning
  - April 2007 – September 2007
    - Research, Analysis, Documentation
    - Implementation Decision
- Implementation
  - October 2007 – March 2008

### Organization

- Key Stakeholder Board
- Project Team

### Project Management Overview

- Formal Process and Structure
- Standardized Documentation

- Emphasis on Quality
- Driven by Business Need
- Manage Risks
- Focus on the Deliverables
- Staying within Scope

### Project Management Plan

- Charter
- Requirements Analysis
- Work Breakdown Structure
- Schedule
- Risk Management Plan
- Communication Plan
- Change Control Plan
- Evaluation Plan

### Business Case

- Major Deliverable of Planning
- Highly Detailed Version of the Statement of Need
- Drives Implementation
- Delivered August 31, 2007

### Communication

- Frequent and Full
- No Surprises
- Follows Formal Plan